



NAVSUP HQ – MECHANICSBURG, PA
HUMAN RESOURCE SERVICE CENTER - NORTHEAST
*** V A C A N C Y A N N O U N C E M E N T ***

POSITION: SECRETARY (OA) GS-0318-08	ANNOUNCEMENT: MEC-01-0220
LOCATION: NAVSUP HQ 04 MECHANICSBURG PA	OPENING DATE: 19 NOVEMBER 2001
SALARY: \$30,107-\$39,143	CLOSING DATE: 3 DECEMBER 2001
AREA OF CONSIDERATION: DoD Commuting Area	
WHO MAY APPLY: Appointable candidates <u><i>within the area of consideration</i></u> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees.	

INQUIRIES: Patricia Wardlow 215-408-5192 or DSN243

TYPE OF APPOINTMENT: Permanent, full time

DUTIES OF THE POSITION: This position is located in the Fleet Logistics Operations Director (SUP 04), Naval Supply Systems Command (NAVSUPSYSCOM) Headquarters. The incumbent provides and serves as the senior secretary performing secretarial duties to the Deputy Commander and Assistant Deputy Commander. The Deputy Commander oversees the policy development and implementation for SUP 21 Reengineering Office (SUP 4A) the Fleet Logistics Support and Supply Chain Management (SUP 4B) the Logistics Information and Innovation SUP 4C), and Navy Material Transportation (SUP 4D). The incumbent secretary relieves the Deputy and Assistant Deputy Commander of all possible detail in office administration and in dealing with the many visitors and ranking officials who have business or official contact with the office. By applying a thorough knowledge of the Deputy Commander's organization, basic policies, principal program aspects and, operations, a good understanding of the Command's and the Deputy Commander's responsibilities and relationships within the Navy, Department of Defense and NAVSUPSYSCOM Headquarters, independently performs duties and carries out assignments.

Time Management:

- Maintains the Deputy Commander's and Assistant Deputy Commander's appointment calendars and schedules conferences/meetings without prior approval. In conjunction with this, locates/assembles required backup information, arranges the necessary facilities, notifies participants and provides the agenda.
- Serves as receptionist for the office. Screens telephone calls and visitors, determines purpose of call or visit and decides whether the matter should be handled by SUP 04/049 personally or by referral to a specialist with the SUP 04 staff or directorates or another NAVSUPSYSCOM Headquarters office.
- Backs up the Administrative Assistant in his/her absence.

Correspondence Management:

- Reviews outgoing correspondence for procedural and grammatical accuracy; conformance with general policies; edits correspondence originating in the office; ensures only the highest quality of correspondence is submitted to SUP 04/049 for chop or signature; if correspondence is in conflict with NAVSUPHQ or SUP 04 directives or policies, attempts to resolve conflict prior to submission for signature.

- Reviews incoming correspondence, dispatches and memos; determines which require the Deputy and/or Assistant Deputy Commander's attention, which can be personally handled, and which can be assigned directly to another SUP 04 office or directorate.
- Maintains a record of incoming and outgoing correspondence and action documents; follows up on work in progress to ensure deadline dates are met.

Administrative Support and Management:

- Supervises and provides secretarial and administrative assistance to the Deputy and Assistant Deputy Commander for Fleet Logistics operations.
- Makes note of commitments made by the Deputy Commander and Assistant Deputy Commander and informs staff of same.
- Conducts research to obtain information as requested by the Deputy Commander and Assistant Deputy Commander. Material is often difficult to obtain and numerous sources must be referenced.
- Provides secretarial and administrative guidance and advice to the subordinate GS-7 and GS-6 secretaries in SUP 04 as pertains to special internal requirements defined by SUP 04. Plan and provide secretarial correspondence update training for all SUP 04 secretaries.
- Types a variety of material into draft for final form, as appropriate, with responsibility for ensuring correct assembly, arrangement, spacing, grammar, spelling, etc., of the final product. The material consists of naval messages using the MTF Editor, memorandums, evaluation reports and audits, budget submissions, and briefings.
- Makes arrangements, as necessary, for the Deputy Commander and Assistant Deputy Commander's travel including securing reservations, obtaining tickets, preparing the itinerary, typing orders using the Automated Travel Operating system (ATOS), and completing the travel voucher for reimbursement upon their return. Advises interested parties who are involved of the travel plans and provides any additional information that may be required.
- Prepares correspondence/memos concerning non-technical subjects for the signature of the Deputy Commander and Assistant Deputy Commander and maintains records/files of same.
- Performs miscellaneous administrative/secretarial duties such as orientation of newly assigned clerical personnel, and maintenance of office files and records.

Knowledge of the overall NAVSUP organization, duties, program goals, policies and relationship of the Deputy Commander to higher and lower Navy organizational echelons and substantial familiarity with major programs/projects of the SUP 04, SUP 05 and SUP 06 directorates to perform routine and non-routine assignments for SUP 04.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-07 level. **Specialized experience** is experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position described above.

TIME IN GRADE: Applicants must have served 52 weeks as a GS-07 or higher in the Federal Civilian Service.

LENGTH OF SERVICE: Applications will not be accepted from employees until three months have elapsed since their last non-temporary competitive appointment.

SPECIAL REQUIREMENTS: Position requires a qualified typist.

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will

be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division, **Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer